



# Wyoming Department of Education

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## Memorandum No. 2008 - 134

**TO:** District Superintendents

**FROM:** Julie Magee, Hathaway Scholarship Consultant  
Sean Moore, Hathaway Scholarship Consultant

**DATE:** September 19, 2008

**SUBJECT:** November 2008 Workshops

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### Time Sensitive

#### **ACT/WorkKeys Facilitator Workshop**

ACT representative Jim Washburn will train all ACT Test Supervisors, Back-Up Test Supervisors, and Test Accommodations Coordinators for the ACT/WorkKeys state testing day that will take place in March 2009. All ACT Test Supervisors, Back-Up Test Supervisors, and Test Accommodations Coordinators who have not previously received this training are required to attend. Any ACT Test Supervisors, Back-Up Test Supervisors, and Test Accommodations Coordinators who have already received this training are welcome to come if a refresher course is needed.

This workshop will be presented on the following dates:

- |                     |                         |                  |              |
|---------------------|-------------------------|------------------|--------------|
| • November 10, 2008 | Best Western Outlaw Inn | Rock Springs, WY | 8 AM – 12 PM |
| • November 11, 2008 | Holiday Inn             | Riverton, WY     | 8 AM – 12 PM |
| • November 12, 2008 | Parkway Plaza           | Casper, WY       | 8 AM – 12 PM |
| • November 13, 2008 | Holiday Inn             | Cheyenne, WY     | 8 AM – 12 PM |

#### **Success Curriculum Course Verification/Interpretive Data Workshops**

The Wyoming Department of Education content specialists and Hathaway Consultants will collaborate with the school districts to expedite the 2009-2010 success curriculum course verification process. During this workshop, content specialists will address frequently asked questions as well as review and gain feedback about the course verification process.

This workshop will also include information about the Wyoming Transcript Center (WTC) and identifying Hathaway Success Curriculum courses on students' transcripts. A tutorial about accessing the WTC, the role of WISER ID's, and how to send electronic transcripts through the WTC will be provided.

Finally, Ben Hix from ACT will provide a workshop on interpreting ACT/WorkKeys data, and how to best use that information for course counseling.

The target audience for these workshops is district curriculum coordinators and high school counselors. High school principals and department heads are welcome and encouraged to attend.

These workshops will be presented on the following dates:

- |                     |                         |                  |             |
|---------------------|-------------------------|------------------|-------------|
| • November 10, 2008 | Best Western Outlaw Inn | Rock Springs, WY | 1 PM – 5 PM |
| • November 11, 2008 | Holiday Inn             | Riverton, WY     | 1 PM – 5 PM |
| • November 12, 2008 | Parkway Plaza           | Casper, WY       | 1 PM – 5 PM |
| • November 13, 2008 | Holiday Inn             | Cheyenne, WY     | 1 PM – 5 PM |

These workshops will provide guidance and resources to help districts comply with Wyoming statutes 21-2-202(xxx), 21-16-1307 and 21-16-1308.

**Please note:** The morning and afternoon workshops target two different groups of people; however, participants from the morning workshop may attend the afternoon workshops.

If you have any questions, please contact Julie Magee at 307.777.8740 or [jmagee@educ.state.us.wy](mailto:jmagee@educ.state.us.wy) or Sean Moore at 307.777.8595 or [smoore@educ.state.us.wy](mailto:smoore@educ.state.us.wy).

Cc: High School Principals  
High School Counselors  
Curriculum Coordinators  
ACT Test Supervisors  
ACT Back-Up Test Supervisors  
ACT Test Accommodations Coordinators

JM:lh